

SOUTHEAST MISSOURI STATE UNIVERSITY CUSTODIAL SERVICE STANDARDS

TASK	(PRIVATE) RESTROOMS SHOWERS STUDENT ROOMS	(PUBLIC) RESTROOMS LOCKER ROOMS SHOWERS	CLASSROOMS LABS	HALLWAYS	STAIRWAYS	ENTRYWAYS	LOUNGE AREAS	COMMON AREAS	CONFERENCE ROOMS
Auto Scrub floors	Annually	Daily	As needed	Weekly and as needed			As needed	As needed	As needed
Clean boards			Daily						Daily
Clean drinking fountains		Daily		Daily			Daily	Daily	
Clean mirrors/partitions	Annually	Daily		As needed			As needed		Daily
Clean trash cans	Annually	Daily	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Clean/disinfect all fixtures	Annually	Daily							
Vacuum/ mop floor	Annually	Daily	Daily	Daily	Daily (common areas) Weekly (others)	Daily	Daily	Daily	Daily
Dust all surfaces/ vents	Annually	Daily	Daily	Daily	Daily (common areas) Weekly (others)	Daily	Daily	Daily	Daily
Sweep or dust mop floors	Annually	Daily	Daily	Daily	Daily (common areas) Weekly (others)	Daily	Daily	Daily	Daily
Empty Pencil sharpeners			As needed						As needed
Empty trash containers	Annually	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Carpet extraction cleaning	Annually	Semi Annually	Semi Annually	Semi Annually	As needed	Semi annually	Semi annually	Semi annually	Annually
Flush floor drains		Weekly							
Re-finish floors	Annually		Annually	Annually	Annually	Annually	Annually	Annually	Annually
Remove graffiti		As Needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Replace light bulbs	As Requested	As Needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Replenish supplies		As Needed	As needed				As needed		
Snow removal									
Spot carpet extraction	Annually	As Needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Spot clean desks/tables	Annually		Daily				Daily	Daily	Daily
Spot clean glass	Annually	Daily	Daily	Daily	As needed	Daily	Daily	Daily	Daily

Spot clean walls/doors	Annually	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Vacuum	Annually	Daily	Daily	Daily	Daily (common areas) Weekly (others)	Daily	Daily	Daily	Daily

OFFICES
As needed
Daily
Daily
As needed
Daily
Daily
Daily
As needed
Daily
Annually
Annually
As needed
As needed
Daily
Daily
Daily

Daily
Daily